

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2012 – 0007***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: HR Handbook Update - Update to Staffing Section**

**Issue Date: March 8, 2012**

This is to advise agencies that the Staffing section of the HR Handbook has been revised to add:

- When verifying college coursework OR college degrees, only official original transcripts will be accepted.

**REASON FOR THE CHANGE:** The revision is being made to remove the acceptance of a legible copy of an official transcript when verifying college hours or degrees used to qualify an applicant. Due to the advancement in technology, specifically in the area of desktop publishing software which may be used in the alteration or falsification of transcripts, it may be more difficult to discern when a document has been altered. Therefore, effective immediately, only original, official transcripts will be accepted to verify college training.

If you have any questions, please contact your Staffing consultant at (225) 342-9390.

Sincerely,

s/Shannon S. Templet  
Director